



Request for Proposal: City of Wabasha Buildings Feasibility Study

PROJECT OVERVIEW:

The City of Wabasha is seeking a proposal for professional services for a feasibility study that will include an analysis of the current state of City Hall, Fire Dept, and Ambulance Station; space needs analysis; and all architectural designs and engineering services; and potential funding sources.

RFP SUBMITTAL SCHEDULE	
RFP Advertisement	June 5, 2024
Bidder Question Date	June 26, 2024
RFP Addenda Date (If needed)	July 1, 2024
RFP Submittal Deadline	July 10, 2024
Proposal Review, Consultant Selection and Notification, Interview (Optional)	July 12, 2024
Notify the selected consultant of the award	July 15, 2024
Approve the selected consultant’s work order at the City Council Meeting (tentative)	August 6, 2024

SCOPE OF WORK:

Task 1: Analysis of deferred maintenance and improvement costs for current City Hall.

1. Evaluate the existing City Hall. Please provide additional cost information to do a structural and mechanical analysis.
2. Identify deferred maintenance and provide a cost analysis of improvement of each.
3. Conduct interviews with City Hall representatives to determine spatial needs.
4. Tour City Hall
5. Provide photo documentation of safety, space, function, and/or technology deficiencies, as well as necessary repairs.
6. Review existing building plans, for current building code and accessibility compliance.

Task 2: Operational and physical evaluation of current conditions and space needs assessment

1. Evaluate the existing ambulance building. Provide a structural, mechanical, and electrical analysis of the current Ambulance Building.
2. Conduct interviews with Ambulance Director and Assistant Ambulance Director to determine spatial needs.
3. Prepare a space needs program shall be developed for an addition to current building as well as for a new building to meet future needs.
4. Provide square footage, site requirements, including lot size recommendations and required site elements.
5. Determine feasibility of an addition to current building based on agreed-upon space needs program.
6. Prepare cost analysis of an addition and new building.

Task 3: Analysis of a future joint building and potential cost savings from a joint building.

1. Provide an analysis of a new joint building that would include City Hall, Fire Dept, and Ambulance Service.
2. Conduct interviews with Police Department and Fire Department representatives to determine spatial needs.
3. Evaluate at least 2 sites for a joint building. Site Evaluation for joint building shall include the following;
 - a. Analysis of vehicle flow
 - b. Evaluate topography/grade issues and opportunities
 - c. Determine potential safety concerns
 - d. Determine potential barriers and/or cost concerns based on known information
 - e. Develop concept site plan including parking, drive aisles, sidewalks, and other site amenities
 - f. Prepare cost analysis of each location for a joint facility
4. Provide plans for potential future expansion to include the Police Department.
5. Prepare separate cost estimates for single-department facilities on the same property based on agreed-upon space needs program.
6. Prepare cost analysis for a joint building.

Task 4: Conceptual Architecture Design drawings

1. Provide diagrammatic drawing for ambulance expansion on current site
2. Provide diagrammatic drawing for new ambulance building, for at least 2 recommended sites
3. Provide diagrammatic drawing for new joint City Hall, Fire Department, and Ambulance with room for potential expansion to add Police Department, for at least 2 recommended sites

Task 5: Presentation of potential funding sources

1. Present potential funding sources.
2. Advise on potential reuse options for existing city buildings, and work with the City to determine a phased operations plan for each department.

Task 6: Provide a report summarizing all of the firm's findings and present to City Council

TENTATIVE PROJECT SCHEDULE:

TBD

PROJECT CONTACT:

Ryan T. Marking – Ambulance Director
900 Hiawatha Dr. E
PO Box 268
Wabasha, MN 55981
(651) 565-2633
ambdir@wabasha.org

All questions or requests for clarifications on this RFP must be submitted by email to ambdir@wabasha.org and the city will respond to all written questions by email. All questions must be submitted by July 5th, 2024.

SUBMITTAL OF PROPOSALS:

Proposals must be submitted electronically to the City of Wabasha by 3:00 p.m. on July 10th, 2024. **The proposal shall be emailed with the title, “Response to RFP for City of Wabasha Building Feasibility Analysis” to: ambdir@wabasha.org**

PROPOSAL CONTENTS: (10 page maximum)

A. Title

- Show the proposal subject, the name of the firm that is submitting the proposal, the address, telephone number, name of the contact person, and the date.

B. Company/Team Experience and Qualifications

- Responders should provide information detailing the background, training, and experience of the company and team members for similar projects. Include the project manager and key personnel.
- If sub-consultants are to be used on this project, responders must also outline their background and experience, including examples of similar work done by each sub-consultant. Responders must also provide a list of the sub-consultant personnel who will perform work on the project, detailing their training and work experience.
- No changes in lead project personnel will be permitted without the written approval of the City Administrator.

C. Firm's Approach to the Scope of Services

- The proposal shall briefly summarize the approach of the firm to the Scope of Work. They should describe strategies to keep the project on time and within budget.
- Provide a schedule for the scope of work (not to exceed 4 months)
- Include at least 3 in-person visits.
- Provide a examples of 5 similar studies completed in the last 3 years.

D. List of References and Potential Conflicts

- A minimum of 4 references for public clients shall be provided.
- Potential conflicts of interest must be disclosed.

E. Proposed Price

- Proposed fee for scope of work listed above, as a lump sum. Fee to include the listed number of site visits.
- Provide firms billable rates and schedule of reimbursable expenses.

EVALUATION CRITERIA:

Proposals received by the deadline will be evaluated by a panel of City representatives. The evaluation panel will use a 100-point scale as a basis for the final evaluation recommendation. The factors and weighting that will be used as scoring criteria are listed below.

Rating Factor Weighting Percentage:

- Company background and experience 30%.
- Key personnel qualifications and experience 30%.
- References and past performance 10%.
- Project understanding and approach 15%.
- Work plan and schedule 15%.

Proposals will be evaluated, and a successful responder(s) will be chosen based on qualifications only. The successful responder will be required to submit a detailed scope of services and budget promptly after notification of selection. The City Administrator and the successful responder will then meet to negotiate the final scope of services and compensation as part of agreed-upon Work Orders. If the City and the successful responder are unable to agree upon a scope of services and compensation within a reasonable time (as determined by the City, in its sole discretion), then the City may declare negotiations to be at an impasse and may commence negotiations with the next highest-ranked responder.

If required, an interview will be conducted with a select set of high-scoring Proposers.

SELECTION PROCESS:

Selection may be made based on proposals supplied or by interviewing the best-qualified applicants. Currently, we don't expect an interview process, but we reserve the right to have one.

Proposals will be evaluated, and a successful responder will be chosen based on **qualifications only**. The successful responder will be required to submit a detailed scope of services and budget promptly after notification of selection. The City Administrator will then meet to negotiate the final scope of service and compensation. If they are unable to agree to compensation, the City may commence negotiations with the next highest-ranked responder.

RESERVATION OF RIGHTS:

The City reserves the rights to:

1. Cancel or withdraw the RFP.
2. Modify or issue clarifications.
3. Reject any submissions for any reason.
4. Consider a submission that is non-compliant with the submission requirements.
5. Reject all submissions that are submitted under the LOI.
6. Modify the timeline and/or deadline for submissions or other actions.
7. Reissue the RFP.
8. Proposals become property of the City of Wabasha and will become public records after an evaluation process.
9. Consultants are solely responsible for their expenses in preparing a proposal.